



***State of Washington
Department of Transportation
Legal Notice of Intent to Sole Source***

Washington State Department of Transportation (WSDOT) announces its intention to establish a sole source contract with Cedar River Group (John Howell) to be an Expert Review Panel Administrator providing independent review during development of the Regional Transit Long Range Vision Sound Transit Phase 2 Investment Plan (Sound Move.)

Washington State law requires the appointment of an Expert Review Panel and Panel Administrator in joint concurrence with the Governor's Office, the Chair of the Washington State Legislative Transportation Committee, and the Secretary of Transportation as a condition of the Phase 2 plan. The Panel Administrator must have experience in overseeing a complex public policy process as well as proven administrative abilities to ensure panel members are appropriately supported and work of the panel is successfully accomplished. Cedar River Group (John Howell) has extensive experience staffing volunteer committees dealing with complex public policy matters, serving as the staff director for the Sound Transit Project Review Committee in 2001 and 2002, which was asked to advise the Sound Transit Board on the future direction of the Link Light Rail Project. As a result of the work on the Project Review Committee, Cedar River Group (John Howell), has an effective understand of the Sound Transit organization, including staff and members of their consultant team. In addition, Cedar River Group (John Howell) served as the staff director for the Capital Finance Review Board, which conducted a detailed analysis of proposed bond issues and levies within King County.

Cedar River Group (John Howell) has considerable administrative experience, including serving as Interim President and CEO at Pac Med Clinics, managing a staff of over 700; Deputy Director for the Institute of Politics at Harvard University, managing a staff of 12; and Deputy Budget Director for the City of Seattle, managing a staff of approximately 30. Cedar River Group (John Howell) has worked with members of the Washington State Legislature and Legislative staff on a number of projects. Cedar River Group (John Howell) was a Special Assistant to Seattle Mayor, Charles Royer, and gained significant experience working with highly visible public projects, having prepared many briefing documents and made many public presentations.

Cedar River Group (John Howell) is actively engaged in the region's political and activist community, currently serving as chair of the Board for the Cascade Land Conservancy, a highly effective land conservation organization working in Pierce, King, and Snohomish Counties.

Challengers are required to submit a brief statement of their Intent to Challenge, and must address the following criteria as it relates to the project:

- 1 Qualifications/Expertise;
- 2 References/past performances (Prime Consultant Only); and
- 3 Cost factors (Prime Consultant Only.)

Your submittal is limited to a total maximum number of ten (10) sheets submitted only on

Notice of Intent to Sole Source

Page 1 of 2



single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be readable size font,) and with type size no smaller than 12 point. The page limitation does not apply to the transmittal letter, front and back cover, the completed Performance Evaluation forms, and the completed Submittal Information Packet form(s.) Please provide only one (1) copy of the completed Performance Evaluation forms and the completed Submittal Information Packet form(s.) These forms should be accompanied with your Letter of Transmittal and should be submitted under separate cover and not bound within your Notice of Intent to Challenge.

The "Notice of Intent to Challenge" shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- 1 Title of the Notice of Intent to Sole Source on the cover of the submittal and the Transmittal Letter;
- 2 Transmittal Letter;
- 3 Completed Submittal Information Packet form for the Prime Consultant and all proposed Sub-Consultants (1 set);
- 4 Completed Performance Evaluations for the Prime Consultant Only;
- 5 Responsiveness to all challenge criteria;
- 6 Meeting page limitations and font size requirements; and
- 7 Meeting submittal deadline submission date.

Your "Notice of Intent to Challenge" must be received no later than 5:00 PM, Tuesday, January 25, 2005, at the below address:

Mr. Michael B. Rice
Director, Consultant Services
Washington State Department of Transportation
Capital View II Building, 2nd Floor
724 Quince Street SE
Olympia, WA 98504-7323

No submittals will be accepted after that date and time. Faxed or e-mailed submittals will not be accepted.

Any questions regarding this notice should be directed to WSDOT Consultant Services Office at 360-705-7147.

Date of publication in the Seattle Daily Journal of Commerce: Tuesday, January 18, 2005.